Mission: To ignite the passion within all students to reach their greatest potential through a nurturing and innovative learning environment. Vision: All students experience positive education, career, and life outcomes.

OVERVIEW OF SAMUELI ACADEMY'S PERFORMANCE EVALUATION PROCESS

Background

Samueli Academy is committed to hiring the highest quality employees possible. Once those employees are hired, regular feedback on their performance should be provided by their supervisor. In the course of those discussions, any performance issues should be reviewed with the employee in detail and they should be documented in writing to be included in the employee's personnel file.

Samueli Academy Executive and Officer Positions

In addition to regular feedback discussions, it is the intent of the Board that formal written performance reviews be completed for the Executive Director, Head of School and Chief Financial Officer on an annual basis following each fiscal year ending June 30th. The Samueli Academy charter requires an annual written evaluation for the Executive Director and Head of School. The current performance evaluation forms for use for the above-referenced positions are attached. These forms may be reviewed and updated periodically by the Samueli Academy's Governance Committee and if any revisions are made, those revised forms should be submitted to the Samueli Academy Board of Trustees for approval.

Generally, the first step of the evaluation process is for the Governance Committee to request that the Executive Director, Head of School and Chief Financial Officer complete the Self Evaluation portion of their respective "Employee Performance Evaluation" form. Once completed, the Self-Evaluation is shared with the individuals that will be participating in the employee or Officer's performance evaluation. For each position, the individuals responsible for initially working on the respective performance evaluation are as follows:

Executive Director – Governance Committee members, Academic Committee Chair and Head of School

Head of School – Board of Trustees Chair, Academic Committee Chair and Executive Director

CFO – Board Chair, Finance Committee Chair, Executive Director and Head of School

Each of the individuals listed above may provide input, written or otherwise, into the content for the "Employee Performance Evaluation" for the employee or Officer. Once the applicable individuals have provided input into the evaluations for a specific employee or Officer, any such comments are generally compiled and summarized into a Draft "Employee Performance Evaluation". Those individuals normally expected to compile the comments into the Draft "Employee Performance Evaluation" are as follows:

Executive Director – Chair of Board of Trustees

Head of School – Academic Committee Chair

CFO – Finance Committee Chair

Once a Draft "Employee Performance Evaluation" has been compiled for such positions, each such Draft evaluation is presented to the Governance Committee to be reviewed and commented upon in a Closed Session. This would typically occur at the August Governance Committee meeting. Once the Governance Committee provides any further input or changes to the Draft evaluations (Executive Director, Head of School and CFO), the documents are put into Final Draft by the Governance Committee Chair and presented at a subsequent Board of Trustees meeting for review, any final comments or changes, and approval by the Board of Trustees in Closed Session. Upon approval by the Board of Trustees, each respective evaluation is considered a Final Evaluation. Following approval of Final Evaluations, the Board of Trustees will report on such action in a Public Session.

Any compensation changes or compensation awards for the Executive Director and Head of School shall be voted on and approved in Public Session of the Board of Trustees will normally take effect as of July 1st of each respective year (such change may be retroactive if approved after such date), although the effective date remains in the sole discretion of the Board of Trustees. Compensation changes should be communicated to the Orangewood Foundation Director of Human Resources for processing as soon as practicable after approval at the Board of Trustees meeting.

Following approval by the Board of Trustees of a Final Evaluation, and at the scheduling convenience of the necessary persons, the respective Board and/or Committee members(s) responsible for initially working on the respective performance evaluation will hold a meeting with their respective reviewee (Executive Director, Head of School and/or CFO) to review and discuss the Final Evaluation. At the discretion of the Board and/or Committee members responsible for such meeting, the Final evaluation may be provided to the reviewee upon request prior to such meeting. After the meeting has been held, a fully executed copy of the performance evaluation should be sent to the Orangewood Foundation Director of Human Resources to be placed in the employee's personnel file.